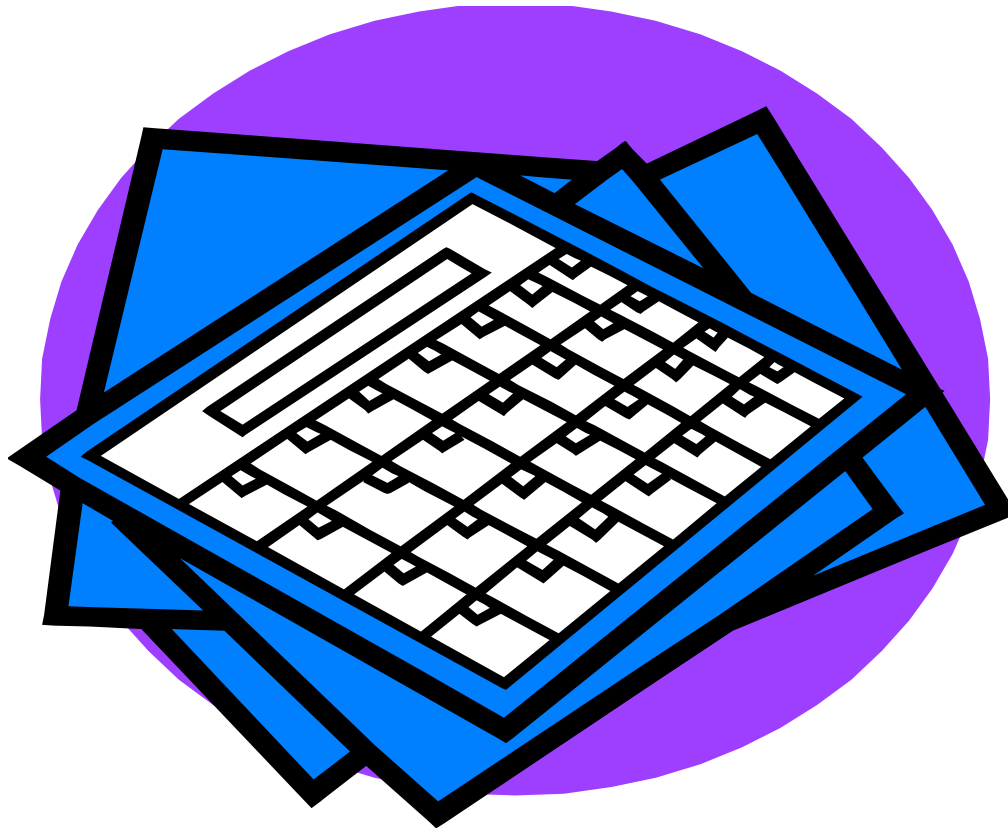


Open Enrollment Due Dates



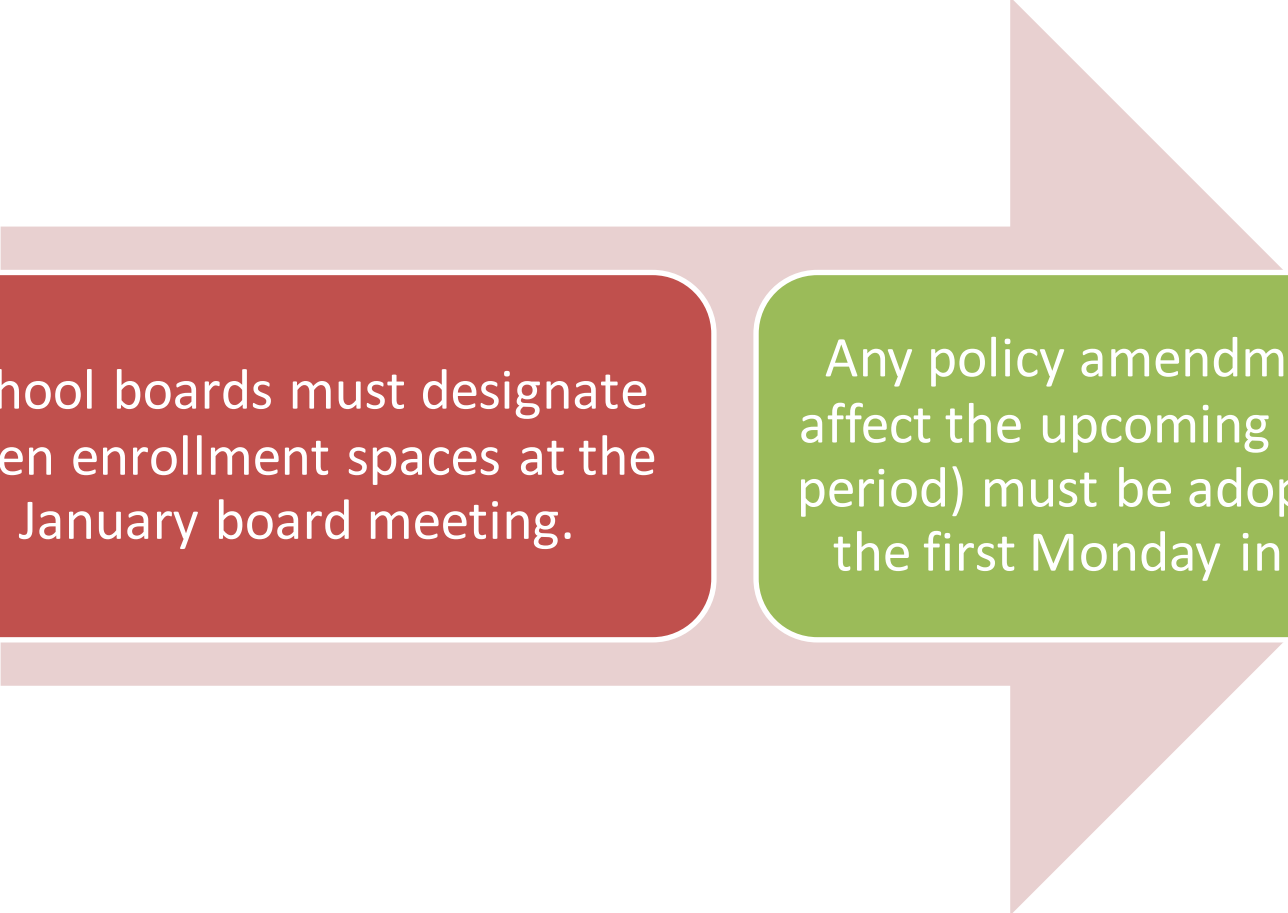
The Open Enrollment Cycle



Due Dates for the Open Enrollment Application Procedures



Pre-Application Period



School boards must designate open enrollment spaces at the January board meeting.

Any policy amendments (that affect the upcoming application period) must be adopted before the first Monday in February.

Regular Application Period

Regular application period begins on the first Monday in February and ends on the last weekday in April.

- February 2 – April 30, 2015
- February 1 – April 29, 2016
- February 6 – April 28, 2017
- February 5 – April 30, 2018
- February 4 – April 30, 2019
- February 3 – April 30, 2020

Alternative Application Procedure



**Current
School Year**

- No earlier than July 1.
- No later than the last day of the school term (must attend school at least one day).

Enter Application in OPAL

Regular Application Period

- Parent enters application online.
- Nonresident district must enter paper application into OPAL first weekday after the last weekday in April.
 - May 1 – 2015, 2017, 2018, 2019, 2020
 - May 2 – 2016

Alternative Application

- Nonresident district must enter application into OPAL immediately upon receipt (or send copy to resident district).
- Nonresident district must send copies of any attachments to the resident district.

Resident District Sends Records

Resident district must send copies of special education and expulsion records to the nonresident district.

By the 1st Friday following the 1st Monday in May for regular applications.

- May 8, 2015
- May 6, 2016
- May 5, 2017
- May 11, 2018
- May 10, 2019
- May 8, 2020

Within 10 days calendar days of receiving an alternative application.

Nonresident District Sends Cost Estimate

Nonresident district must send estimate of actual, additional special education costs (PI 9423).

- By the 3rd Friday following the 1st Monday in May for regular applications.
 - May 22, 2015
 - May 20, 2016
 - May 19, 2017
 - May 25, 2018
 - May 24, 2019
 - May 22, 2020
- Within 10 calendar days of receiving an IEP for a pupil who submitted an alternative application.

Nonresident District Approval / Denial

Nonresident district
must notify of
approval or denial.

- By the 1st Friday following the 1st Monday in June for regular applications.
 - June 5, 2015
 - June 10, 2016
 - June 9, 2017
 - June 8, 2018
 - June 7, 2019
 - June 5, 2020
- No later than 20 calendar days following receipt of an alternative application.

If application is approved, must send notice of school assignment with the notice of approval.

Resident District Denial (or Approval)

Resident district must notify of denial (notification of approval is optional).

By the 2nd Friday following the 1st Monday in June.

- June 12, 2015
- June 17, 2016
- June 16, 2017
- June 15, 2018
- June 14, 2019
- June 12, 2020

No later than 20 days following submission of an alternative application, or no later than 10 days after receiving a cost estimate, whichever is later.

Intent to Attend

Parent of approved applicant must notify the nonresident district of intent to attend.

- By last Friday in June for regular application:
 - June 26, 2015
 - June 24, 2016
 - June 30, 2017
 - June 29, 2018
 - June 28, 2019
 - June 26, 2020
- Within 10 days of being offered a space from a wait list.
- Pupil approved under alternative procedure must attend within 15 days, unless nonresident district has approved a later date.

Appeals Must Be Filed Within 30 Days

Denial of regular application by nonresident or resident district.

Denial of alternative application by resident district.

Parent may file an appeal with DPI.

Termination of open enrollment by nonresident or resident district following creation or revision of an IEP.

Termination of open enrollment for habitual truancy.

Appeals Procedure

School board record and initial brief due 2 weeks after DPI notifies of appeal.



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graph TD; A[School board record and initial brief due 2 weeks after DPI notifies of appeal.] --> B[Parent initial and reply brief, if any, due 10 days after due date for submission of the record.]; B --> C[School board reply brief, if any, due 7 days after due date for parent reply brief.];
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Parent initial and reply brief, if any, due 10 days after due date for submission of the record.

School board reply brief, if any, due 7 days after due date for parent reply brief.

Due Dates for Administering the Open Enrollment Program



Count Date Reporting

3rd Friday in
September and 2nd
Friday in January.

- Nonresident district must enter into OPAL whether each eligible pupil is or is not attending the nonresident district on the count date (or at least one day before and one day after the count date).
- Entries due in OPAL 7 days before the due date for submitting the PI 1563 membership report to the state aids team.

Cost Estimate for Active OE Pupils

Within 10 calendar days after developing or revising an IEP.

Within 10 calendar days after receiving an IEP for a newly-open-enrolled pupil who was previously not known to be a child with a disability.


**Nonresident District
Must Provide Cost
Estimate.**

On July 1 of the school year in which a new resident school board becomes responsible for a pupil's special education cost.

Within 10 calendar days after notifying a resident district that an open enrolled pupil has moved into the resident district and that the resident district is or will be responsible for the pupil's special education cost.

Undue Financial Burden

Notification to return to resident district due to undue financial burden must be provided...



Within 10 days of receiving a cost estimate...



Based on new or revised IEP, or



Pupil moved into new resident district.



- The resident district becomes responsible for OE payment on the next 3rd Friday in September.